

HOMELESS VETERANS' REINTEGRATION PROGRAM (HVRP)  
SPECIAL GRANT PROVISIONS

I. SCOPE

A. General

The grantee shall conduct a Homeless Veterans' Employment and Training Program (HVRP) as described in its Application for Federal Assistance in accordance with all terms and conditions of this grant.

B. Program Requirements

The grantee shall provide services in accordance with the goals as described in their proposal and incorporated into the attached Planned Quarterly Technical Performance Goals form. These goals shall include, at a minimum, the following:

- Number of assessments
- Number of participants enrolled in HVRP
- Direct placements into unsubsidized employment
- Assisted placements into unsubsidized employment
- Combined placements into unsubsidized employment (Direct plus assisted placements)
- Number retaining jobs for 90 days
- Number retaining jobs for 180 days
- Cost per placement into unsubsidized employment
- Average hourly wage at placement
- Employability Development Services included as part of the grantee's planned performance goals (classroom training, on-the-job training, etc.)

C. Special Program Requirements

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1. Program participants must be veterans who served in the active military, naval, or air service, and who were discharged or released there from under conditions other than dishonorable.

To be eligible for participating in the Homeless Veterans Reintegration Program a veteran, as described in C.1.above, must be homeless as defined in the Homeless Veterans' Comprehensive Assistance Act of 2001 (HVCAA), P.L. 107-95).

2. The grantee shall coordinate this program with other providers of services for veterans and for homeless individuals, including services provided under other titles of McKinney Homeless Assistance Act, where applicable, and cooperate with the State as is appropriate to accomplish overall coordination.
3. Preference in hiring outreach staff, or staff with direct participant contact, such as case managers or counselors, whose salaries are paid by this grant shall be given to veterans who have experienced homelessness. The grantor agency shall not place additional requirements for specific educational attainment beyond those attainments required by the employer organization and/or other funding source.
4. The grantee, or sub-grantee, shall provide appropriate orientation and training to outreach staff and other staff to enable them to assist homeless veterans in obtaining employment.
5. The grantee shall maintain systematic participant enrollment information and participant tracking records designed to facilitate the uniform compilation and analysis of programmatic data necessary for verification of veteran status and length of employment, case management, reporting, monitoring, and evaluation purposes. Participant records shall be maintained for a minimum of two years for follow-up purposes.

Participant records shall include:

- . Identifying information, characteristics, family status; veterans from the following subgroups must be specifically identified: female, African-

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American, Hispanic, Native American, other minority, youth (age 20-24), special disabled, disabled, campaign badge recipients, recently separated (within 48 months of discharge from the military), newly separated (within 12 months of discharge from the military), and welfare and/or public assistance recipients;

- . Verification of veteran status;
- . Circumstances of homelessness;
- . Assessments of health and mental health status;
- . Current or previous social, health, or mental health services received; and
- . Education and employment history.

In addition, for each participant, an employability development plan shall be maintained in the participant record which contains the following:

- . An assessment of barriers to employment including, skill deficits and service needs as well as strengths; and
- . Specific services and referrals planned and benefits to be achieved as a result of program participation.

Staff shall also record:

- . Duration and outcome of employment or service; and
- . Wages at placement and at ninety days and at 180 days of employment;
  - Grantees must verify job retention at 90 and at 180 days through the employer or participant and provide documentation of this verification in the participant file.

The grantee shall track the following data reflecting program activity and outcomes:

- . Number of assessments;
- . Participants enrolled;

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- . Number placed into unsubsidized employment;
  - . Assisted placements into unsubsidized employment;
  - . Number retaining jobs for 90 and 180 days;  
(Must be verified and documented in file)
  - . Cost per placement into unsubsidized employment;
  - . Average wage at placement;
  - . Number receiving specific employability development services such as classroom training, on-the-job training, etc.
7. The grantee shall cooperate with the Department of Labor and Interagency Council on the Homeless evaluation activities, monitoring activities, and request for data.
8. The grantee shall not reduce efforts or eliminate services provided to this targeted population under existing program resources by substituting services or funding provided under this grant.
9. The grantee shall be responsible for providing appropriate project awareness, information sharing, and orientation activities for:
- . Providers of hands-on service to the homeless;
  - . Public entitlement and service agencies;
  - . Civic and private sector groups; and
  - . Veterans' Service Organizations.
10. The grantee shall be responsible for the provision of or referral to for each participant employment services such as: job search workshops, job counseling, assessment of skills, resume writing techniques, interviewing skills, subsidized trial employment (work experience), job development services, job placement into unsubsidized employment, job placement follow-up

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services to enhance retention in employment, as appropriate.

11. The grantee shall be responsible for the provision of or referral to for each participant training services such as: basic skills instruction, remedial education activities, life skills and money management training, on-the-job training, classroom training, vocational training, specialized and/or licensing training programs, and other formal training programs as deemed appropriate to benefit the participant. At least 80% of the enrolled HVRP participants must participate in training activities.
12. The grantee shall be responsible for performing a preliminary assessment of each participant's eligibility for Department of Veterans Affairs (DVA) service-connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans Service Organizations or refer the participants to DVA in order to file a claim for compensation or pension. Grantees will track progress of claims and report outcomes in case management records.
13. The grantee shall be responsible for coordination with other veterans' services programs, including: Disabled Veterans' Outreach Program Specialists (DVOPs), Local Veterans' Employment Representatives (LVERs) in the State Workforce Agencies (SWAs) or in the workforce development system's One-Stop Centers, as well as Veterans' Workforce Investment Programs (VWIPs), Department of Veterans Affairs (DVA) services, including its Health Care for Homeless Veterans, Domiciliary Care, Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and per diem programs, as appropriate.
14. The grantee shall be responsible for networking with Veterans' Service Organizations such as: The American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, the American Veterans (AMVETS), as appropriate.
15. The grantee shall be responsible for participant

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referral as necessary to health care, counseling, and rehabilitative services including, but not limited to: alcohol and drug rehabilitation, therapeutic services, Post Traumatic Stress Disorder (PTSD) services, and mental health services as well as coordination with McKinney Homeless Assistance Act (MHAA) Title VI programs for health care for the homeless, and health care programs under the Homeless Veterans Comprehensive Assistance Act of 2001.

16. The grantee shall be responsible for participant referral to housing assistance, as appropriate, provided by: local shelters, Federal Emergency Management Administration (FEMA) food and shelter programs, transitional housing programs and single room occupancy housing programs funded under MHAA Title IV (and under HVCAA), and permanent housing programs for disabled homeless persons funded under MHAA Title IV (and under HVCAA).
17. The grantee will be responsible for providing the Department of Labor with information pertinent to a longitudinal survey for a 90 days and 180 days after the grant performance period.
18. At the Post Award conference, negotiations may occur for some grantees regarding placements. In addition, some negotiations may occur regarding equipment purchases. Therefore, for those applicable grantees it is recommended that you provide a detailed list of the planned equipment to be purchased and its intended use.

**II. PAYMENTS UNDER THE GRANT**

Advances/reimbursements will be drawn down by the grantee through the U.S. Department of Health and Human Services Payment Management System (HHS PMS) via personal computer with SMARTLINK capability. When approved, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and /or approved signatures.

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- A. Advance payments are authorized provided the grantee meets the standards described in 29 CFR Part 97.21 (b) and (c) for state, local and Indian tribal governments and 41 CFR Part 29-70.210-2 (a) and (b) for all others.
- B. The amount of advances requested will be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established in Treasury Department Circular 1075 (31 CFR Part 205).
- C. The timing and amount of advances will be as close as administratively feasible to actual disbursements by the grantee for all direct and allowable indirect program costs.
- D. The Grant Officer may, after providing due notice to the grantee, discontinue the advance payment method and allow payments only by reimbursement, when a grantee receiving advance payments demonstrates unwillingness or inability to establish procedures to minimize the time elapsing between the receipt of the cash advance and the disbursement thereof.
- E. In addition to the preceding limitations, advances shall not be requested for amounts in excess of the amount determined by dividing the approved funding level for the grant by the number of months approved for operation, **unless specific amounts have been approved in advance and are incorporated into the grant.** In no case shall the total amount advanced exceed the currently approved funding level of the grant.

**III. INTEREST EARNED ON FEDERAL FUNDS**

Recipients shall maintain advances of DOL funds in interest bearing accounts. Interest earned on DOL advances deposited in such accounts shall be remitted promptly, but at least quarterly, to the grant officer. A recipient that is a state may retain interest amounts up to \$100 per year for administrative expense.

**IV. REPORTING REQUIREMENTS**

- A. Financial Reporting Requirements

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1. The grantee shall use Standard Form (SF) 269A, Financial Status Report (short form), to report outlays, program income, and other financial information. SF 269A shall be submitted not later than 30 calendar days after the ending date of each Federal fiscal year quarter during the grant/cooperative agreement period. In addition, a final SF 269A shall be submitted not later than 120 calendar days after the end of the grant performance/agreement period.
2. The grantee will also submit an HHS-PMS 272 in lieu of a Standard Form (SF) 272, Federal Cash Transactions Report, to the DVET no later than 15 days after receipt.
3. A grant close out package will be sent to the grantee following the expiration of the period of performance. This package will be completed and submitted by the grantee within 30 days of receipt and will include any repayment of unexpended grant funds. Both financial reports shall cite the assigned grant number and be submitted as follows:
4. See C. below for the address and frequency of submitting reports.

B. Reporting of Program Performance

1. The recipient shall submit a quarterly technical performance report containing the following information:
  - a. A comparison of actual accomplishments to established goals for the reporting period and response to any findings related to monitoring efforts. This comparison shall be on the same level of detail as specified in the program approved in the grant document. It shall address quantifiable as well as non-quantifiable goals.
  - b. If established goals have not been met, provide a detailed narrative explanation and an explanation of the corrective action(s) which will be taken, as well as a timetable for accomplishment of the corrective action(s).



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- c. Other pertinent information, including a description of grant-related activities occurring during the report period. This may include personnel activity (hiring-training), community orientation/awareness activity, programmatic activity (job development). Also identify administrative and programmatic problems, which may affect performance and proposed solutions.
  - d. In addition, the grantee must report the number of veterans enrolled and the number of veterans placed who fall into the following subgroups: female, African-American, Hispanic, Native American, other minority, youth (age 20-24), special disabled, disabled, recently separated veteran (within 48 months of discharge from the military), newly separated veteran (within 12 months of discharge from the military), and welfare and/or other public assistance recipients.
- 2. The quarterly technical performance report shall be submitted concurrently with the SF 269A, Financial Status Report (short form). The technical performance Report is to be submitted quarterly with each quarterly report being a cumulative report for the entire program year.
  - 3. Between scheduled reporting dates, the recipient shall also immediately inform the DVET of any significant developments affecting the recipient's ability to accomplish the work.
  - 4. 90-Day Follow-Up Report:

No later than 120 days after the grant performance expiration date, the grantee must submit a follow-up report showing results and performance as of the 90<sup>th</sup> day after the grant period, and containing the following:

(1) Final Financial Status Report SF-269A Short Form (that zeros out all unliquidated obligations); and

(2) Technical Performance Report including updated goals chart.

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5. 180-Day Follow-Up Report:

No later than 210 days after the grant performance expiration date, the grantee must submit a follow-up report showing results and performance as of the 180<sup>th</sup> day after the grant period, and containing the following:

- (1) Final Financial Status Report SF-269A Short Form (if not previously submitted); and
- (2) Final Narrative Report identifying:
  - (a) The total combined (directed/assisted) number of veterans placed into employment during the entire grant period;
  - (b) The number of veterans still employed after the 180 day follow-up period;
  - (c) If the veterans are still employed at the same or similar job, and if not, what are the reason(s);
  - (d) Whether training received was applicable to jobs held;
  - (e) Wages at placement and during follow-up period;
  - (f) An explanation regarding why those veterans placed during the grant, but not employed at the end of the follow-up period, are not so employed; and
  - (g) Any recommendations to improve the program.

C. All reports must cite the assigned grant number and be submitted as follows:

The original of the Financial Status Report, SF 269A (short form) and the Quarterly Technical Performance Report to:

U.S. Department of Labor

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Procurement Services Center  
Room N-5416  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

Two copies of all Financial and Performance reports,  
**including a copy of the HHS-PMS 272** to:

Director for Veterans'  
Employment and Training  
U.S. Department of Labor  
(appropriate address)

**V. GRANT ADMINISTRATION**

- A. The Director for Veterans' Employment and Training (DVET) shall serve as the Grant Officer's Technical Representative (GOTR) and will monitor performance by the grantee. The GOTR is authorized to approve the following;
1. Technical matters not involving a change in the scope, cost, or conditions of this effort.
  2. Quarterly Technical Performance and Financial Status Reports.
- B. The DVET is authorized to review and recommend approval of requests for payment.
- C. Requests for actions requiring Grant Officer approval, such as requests for budget revisions, modifications, and purchases of nonexpendable personal property shall be submitted by the grantee to the DVET who shall include recommendations with the request and forward them both to the Grant Officer thru the Regional and National Office.
- D. The DVET is not authorized to direct any action that results in a change in scope, cost, terms, or conditions of this grant.

**VI. TRAVEL**

- A. The grantee/recipient shall be reimbursed for actual transportation costs and travel allowances (per diem) of personnel who are authorized to undertake out-of-

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town, overnight travel under this grant in accordance with the established policy of the grantee. Such transportation cost shall not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the grantee certifies to these facts in the voucher or in other documents submitted for reimbursement. Travel allowances (per diem) shall be reimbursed in accordance with the grantee's established policy, but in no event shall such allowances exceed the maximum parameters established by the current Federal Travel Regulations.

- B. The grantee shall be reimbursed for the cost of travel performed by its personnel in their privately owned automobiles, at the rate of 37.5 cents per mile or the current federal rate, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobiles, no additional charge will be made by the grantee for such travel.
- C. It is understood and agreed that no travel costs whatsoever for grantee personnel travel from place of residence to and from the normally assigned worksite shall be reimbursed by the Government directly.

**VII. PRINTING AND DUPLICATING**

The grantee shall comply with all duplicating and printing regulations issued by the Joint Committee on Printing under the authority of Sections 103, 501, and 502, Title 44, United States Code. The term "duplicating" as used herein means material produced on single unit duplicating equipment not larger than 11 by 17 inches and which have a maximum image of 10 3/4 x 14 1/4 inches using direct image plates not requiring the use of negatives. The term "printing" as used herein shall be construed to include and apply to the processes of composition, plate making, presswork, binding, and microform.

Under this grant agreement, the grantee may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages.

The grantee shall not use funds under this grant to provide duplicating in excess of the quantities stated above nor provide printing without the written authorization of the Joint Committee on Printing. Such authorization shall be

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obtained from the Grant Officer through the Departmental Printing Officer. Nothing in this clause shall preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.

**VIII. SUBAWARDS**

Sub-awards must be awarded in accordance with 29 CFR 95.40. In compliance with Executive Orders 12876 as amended, 13220, 12928, 13021 as amended, and 13279, the Grantee is encouraged to provide sub awarding opportunities to Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, faith-based and community based organizations.

**IX. SALARY PAYMENTS**

Staff whose salary are in whole or in part paid for with funds under this grant may only be reimbursed for actual time worked that is chargeable to the grant. Under no circumstances may any staff or the organization that they work for be reimbursed through this and any other grant/contract program, for more than 100% of their time worked.

**X. LIMITATION ON ADMINISTRATIVE COSTS**

Costs for administration shall not exceed 20 percent of the total amount of the grant. Administrative costs shall consist of all direct and indirect costs associated with the management of the program. These costs shall include the administrative costs, both direct and indirect, of sub-recipients and contractors. For HVRP purposes, all indirect costs are considered administrative costs, therefore, will not exceed 20% of the total grant award.

**XI. INDIRECT CHARGES**

If indirect charges are claimed in the proposed budget, the recipient must provide on a separate sheet, the following information:

- (1) Name and address of cognizant Federal Audit Agency;
- (2) Name, address and phone number (including area code) of the Government auditor;

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- (3) Documentation from the cognizant agency indicating:
  - (a) Indirect cost rate and the base against which the rate should be applied;
  - (b) Effective period (dates) for the rate;
  - (c) Date last rate was computed and negotiated;
- (4) If no government audit agency computed and authorized the rate claimed, provide brief explanation of computation, who computed and the date; if the applicant is awarded a grant, the proposed indirect rate must be submitted to a Federal audit agency within 90 days of award for approval. The recipient shall call the Office of Cost Determination at 202-693-4100 for the initial contact.